


Department of Early Learning

Policy Title:	10.2.3 Exception Policy		
Procedure:	Attached		
References:	WAC: 170-295; 170-296; 170-151		
Applies To:	Licensing Staff	Contact:	Licensing Oversight Division
Effective Date:	5/15/11	Review Date:	5/15/12
Reviewed:	<input checked="" type="checkbox"/> ASAMs <input checked="" type="checkbox"/> SAMs <input checked="" type="checkbox"/> AD		
Other Review (list)			
Director Approval:			

The Department of Early Learning (DEL) is responsible for licensing activities to ensure that standards of health and safety are present in child care facilities in accordance with Washington State law and administrative code (regulations). The term “child care facility” is used to indicate licensed family child care homes, child care centers and school-age programs.

Purpose

Clarify and standardize the agency decision-making process, using the Exception Matrix and Exception Request Form when an exception from Washington State Administrative code (regulations) or rule is requested. Expectations of DEL personnel regarding approvals, denials and requests for more information are clarified in this policy and the accompanying Exception Procedure and Exception Matrix.

Policy

- I. Exceptions are extraordinary requests that must be considered on a case-by-case basis. Exceptions are not uniformly granted and must proceed through a careful review process. Exception approvals cannot go beyond the expiration date of the license and can be rescinded by the department at any time.
- II. Exceptions must be requested by the licensee or potential licensee. DEL staff may not advocate for, or promote, the use of exceptions for child care licensees or potential licensees.
- III. DEL will consider, on a case by case basis, exceptions to Washington Administrative Code (WAC) for child care licensing.
- IV. DEL staff will use the criteria and examples provided in the Exceptions Matrix when considering exception requests.
- V. The use of retroactive exceptions is strictly prohibited.
- VI. Exceptions must be requested and documented using the DEL Exception Request Form.
- VII. All exceptions requested by licensee or potential licensees, must be approved by DEL as outlined in the attached Exception Procedure.

Attachments

Exception Procedure

Exception Matrix

Child Care Licensing Exception Request Form